# Committee Name: Resources, Planning and Institutional Policy Committee

**Meeting Date & Time: Feb. 28th, 2014,**

**Meeting Location: HSB 211**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Ben McMillan | P | Jan Clark |
| P | Benjamin Davis | P | Macon Mcginley |
| A | Carol Ward | P | Maureen Horgan |
| A | Doc St. Clair | P | Pat Wilkins  |
| P | Doug Oetter | P | Shea Groebner |
| P | Elizabeth McCauley | P | Susan Allen (Dan Hann) |
| P | Holly Nix |  |  |
| Guests: Lori Strawder |
|  | *Italicized text denotes information from a previous meeting.* |  |   |
|  | \*Denotes new discussion on old business. |  |  |

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| **V. Old Business/Review of****Actions/Recommendations**1. Background Investigation Policy, Maureen Horgan
 | * Maureen Horgan, Pat Wilkins, Carol Ward have worked together on updating the policy, and copying General Counsel Marc Cardinalli
* The policy extends BOR policy to student workers and volunteers
* This includes any student engaged in a position of trust, including volunteers
* The definition of trust was taken from BOR policy. Wordage was added to address sensitive information
* In addition to a background check, if an employee has a P-Card, they must have a credit check performed.
* The credentials of faculty and professional positions are also checked.
* Q. If students with afterhours access to campus facilities (SGA, Colonnade, WRGC, etc…) need a background check.
* A. If a student is assigned a key, they must have a background check, including workers and volunteers
* Q. What on a background check report would prevent a student from getting keys/hired?
* A. If there is a negative return, it goes to a triage group (Chief HR Officer, Chief of Public Safety, General Counsel, and a representative from the applicable hiring department). The members of the group independently look at the case and ask the student for further information if needed
* Q. How long does a background check take?
* A. Except in August, the same day or the next day
* The point was made that there might be first amendment infractions with this policy relating to student workers/volunteers with the Colonnade.
* If a student on the newspaper staff had a negative hit on their background check, it would go to the triage group
* Q. Then the triage board could preventstudents from working on the newspaper
* A. It’s very rare something is found that prevents employment
* The main issue is when potential employees lie on the formal application when asked about previous offenses
* The burden of proof to present mitigating factors relies on the applicant
* The triage board will reach out to the applicant for further information if needed
* There is a BOR policy for an appeals process
* A link for the appeals process will be in the policy
* Exemptions to the background check policy are defined in the policy
* Q. Should members of the student press be added to the exemptions?
* A.The supervisor is notified if they can proceed with hiring upon completion of the background check
* The only other time a background check may be performed is when there is a promotion or change in job description
* There is no background check if the student is paid a stipend
 | * Maureen Horgan will check with University Counsel and Macon McGinley will check with the Student Press Law Center regarding legal issues surrounding press freedom
* If there are no legal issues, there will be a call for an electronic vote on this policy.
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# Committee Name: Resources, Planning and Institutional Policy Committee

**Meeting Date & Time: Oct. 4th, 2013,**

**Meeting Location: Porter Hall 228**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Ben McMillan | P | Jan Clark |
| R | Benjamin Davis | P | Macon Mcginley |
| P | Carol Ward | P | Maureen Horgan |
| P | Doc St. Clair | P | Pat Wilkins |
| P | Doug Oetter | A | Shea Groebner |
| P | Elizabeth McCauley | P | Susan Allen |
| R | Holly Nix |  |  |
| Guests: Bob Orr, Renee Fontenot, Lauren Thompson |
|  | *Italicized text denotes information from a previous meeting.* |  |   |
|  | \*Denotes new discussion on old business. |  |  |

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| 2. Background Check Policy | * Board of Regents already has a Background Check policy statement
	+ <http://www.usg.edu/hr/manual/background_investigation>
* GC policy statement can be more stringent than the BOR statement, but not less
* Policy applies to all employees except temporary or third-party employees, who are on campus for brief time periods, and are typically covered by their employer
	+ Referees
	+ Artists
	+ Lecturers
* Students and graduate students may be checked if they hold jobs on campus
	+ Especially those who work with children, have access to records, or have access to buildings after hours
* Discussion covered several topics:
	+ How much does this policy and related procedure cost?
	+ Who receives and approves the requests for exemptions from the policy
* Committee discussed which components of the policy statement were actually procedural
 | * Chair will take our discussion to ECUS
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